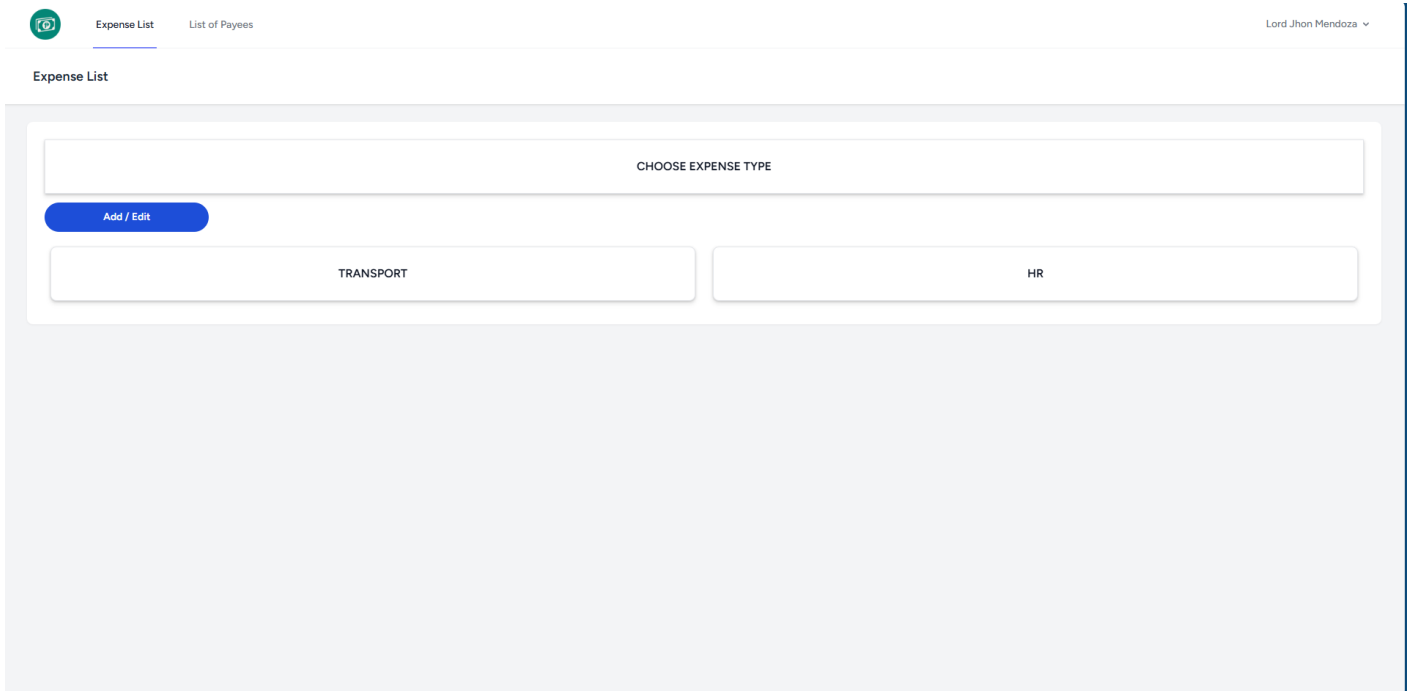


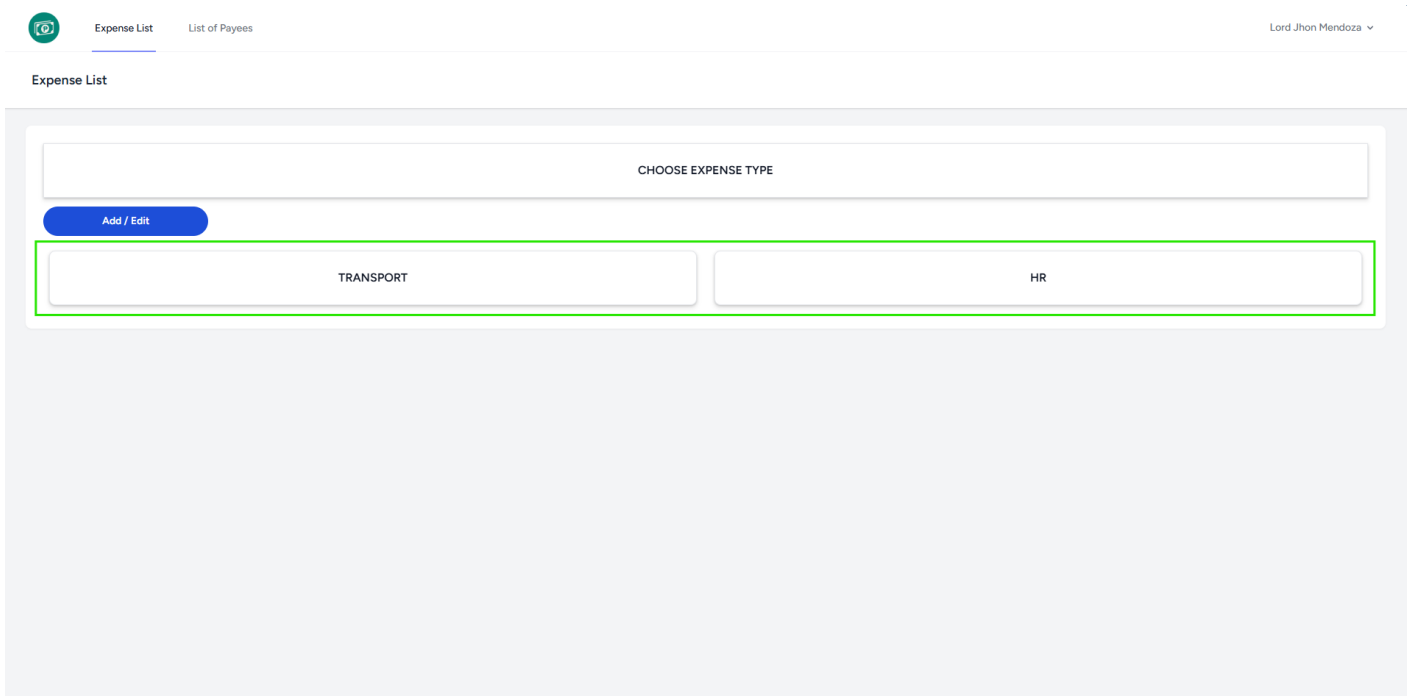
Add WER

To add a new **WER**, go to the Expense List page:

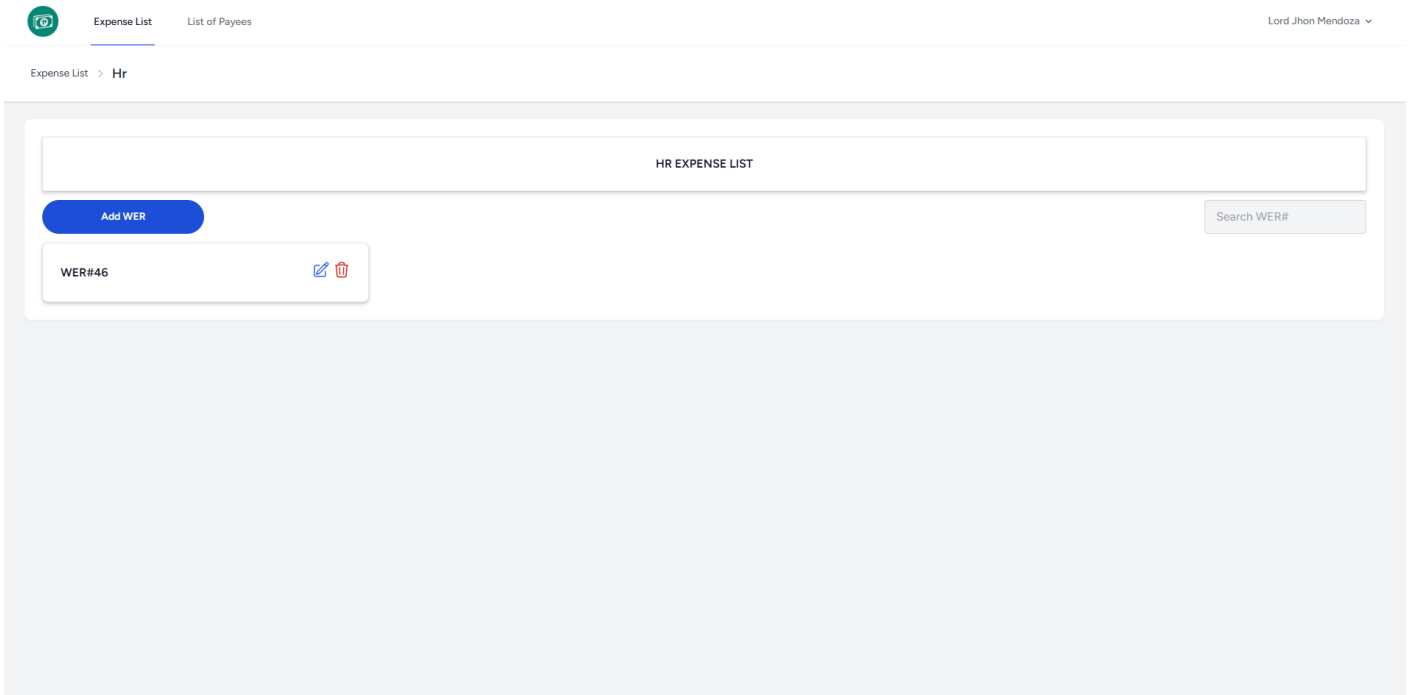
- Once logged in, the system redirects you to the **Expense List** page.



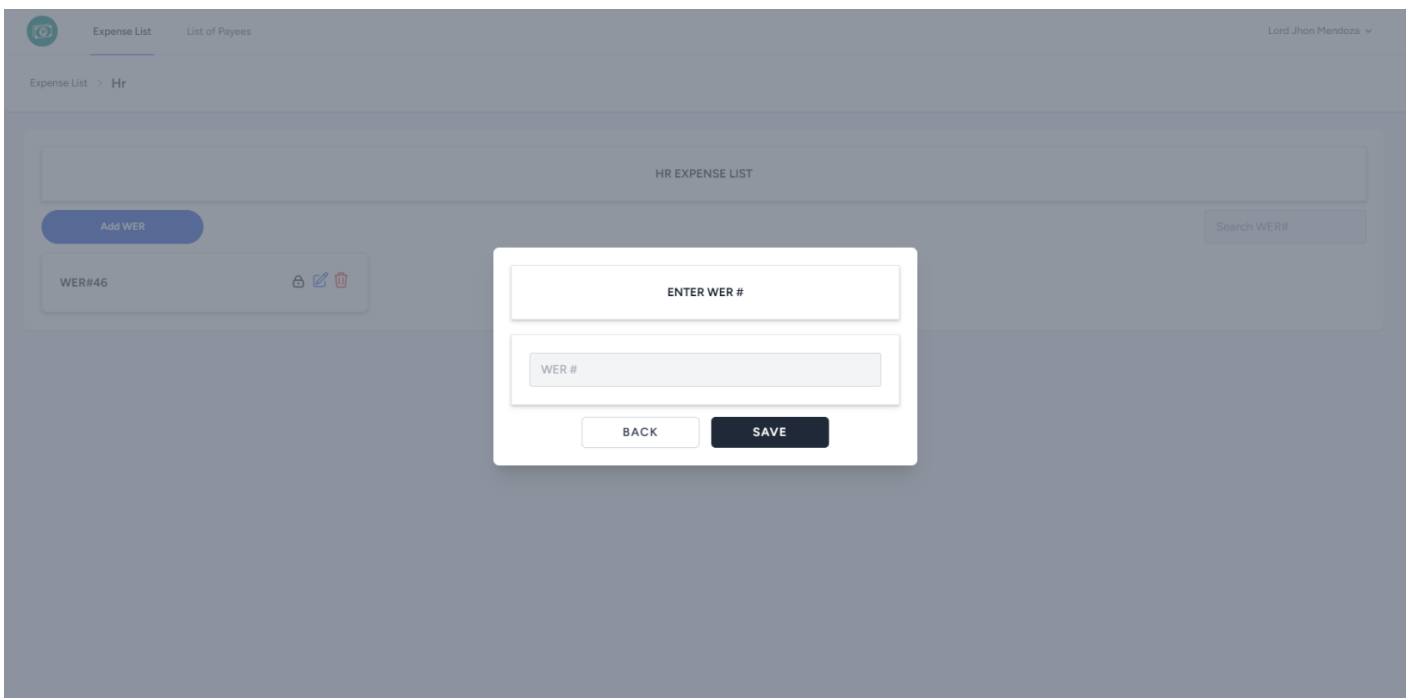
- Select an Expense Type to proceed to the WER List.



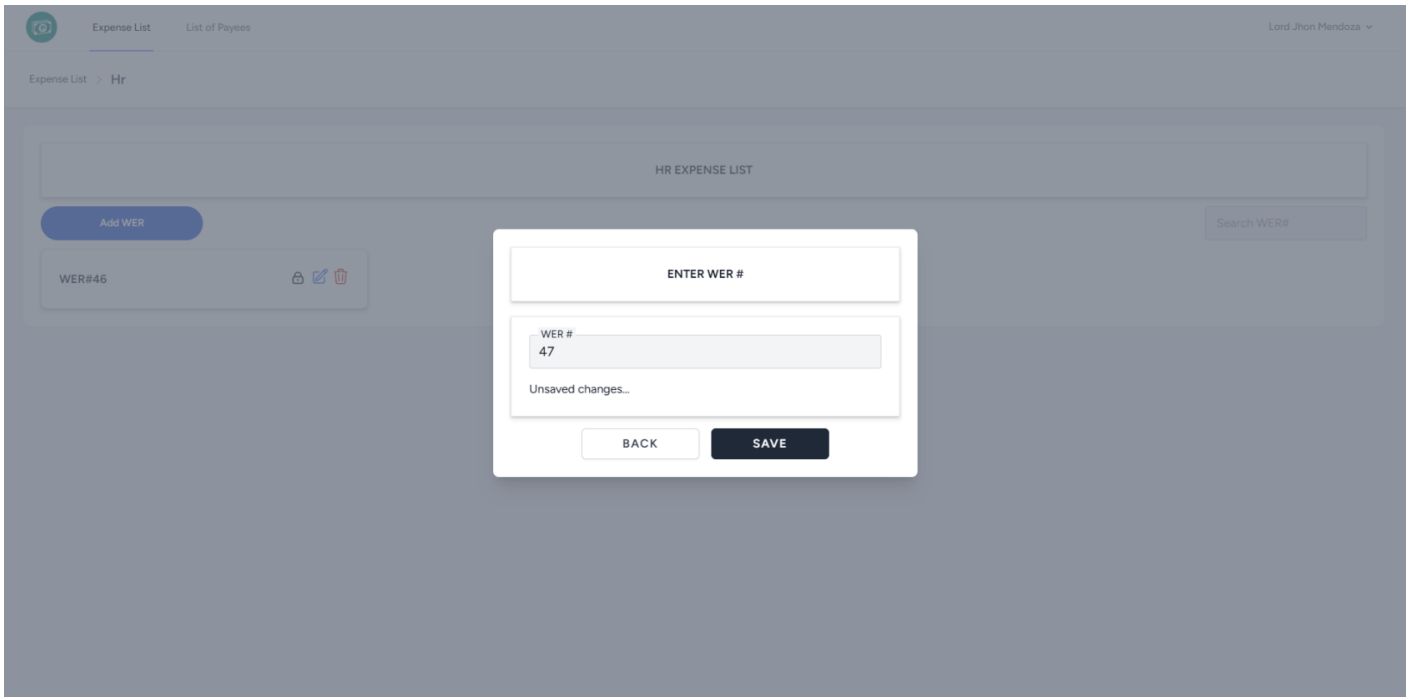
- The system redirects you to the **WER List** page of chosen Expense Type.



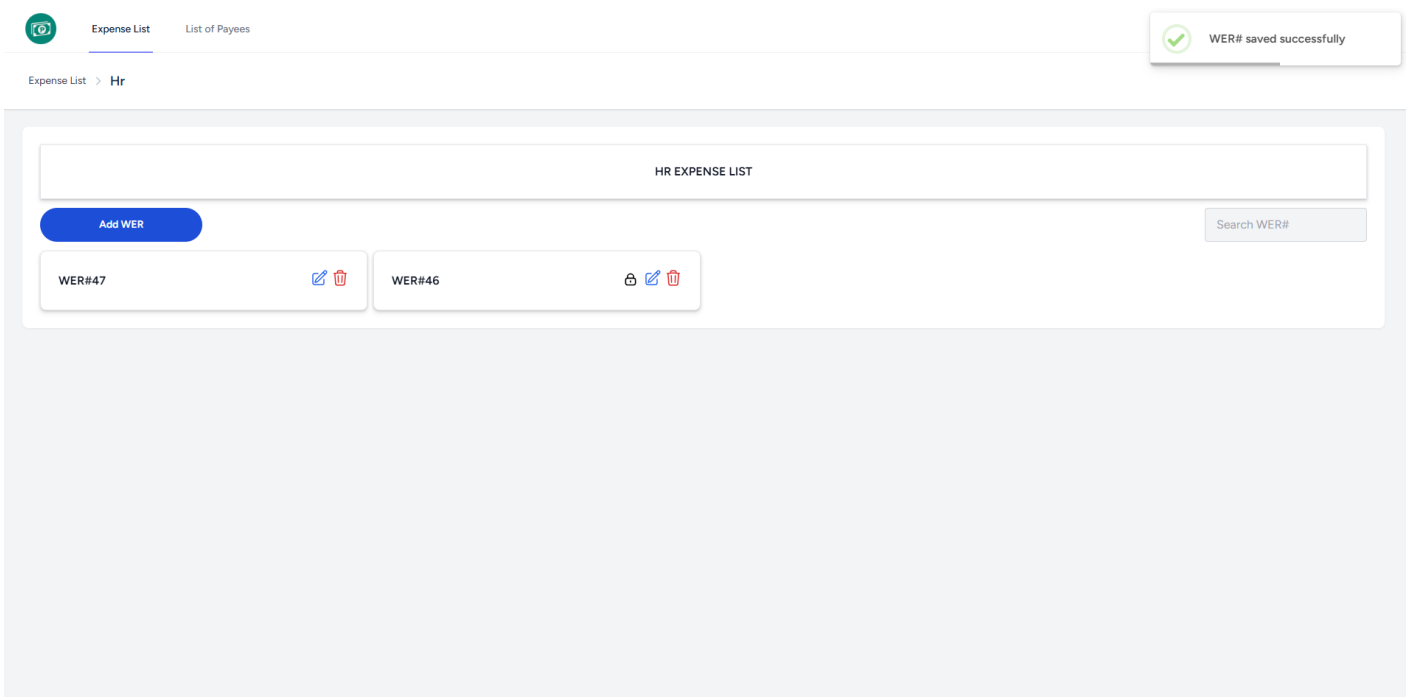
- Click **Add WER** button to add.



- Type desired **number** of **WER** then click save.



- The system displays a notification indicating that the WER# saved successfully and added to the list.



Revision #4

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